

LEASE/PURCHASE ANALYSIS FOR COPYING/DUPLICATING MACHINES For use of this form, see Pam 25-40 the proponent agency is OAASA					DATE		
1. ORGANIZATION/INSTALLATION		2. LOCATION		3. PROJECTED MONTHLY VOLUME			
4. COPIER/DUPLICATOR MODEL					5. COPY SPEED		
6. RENTAL/LEASE			7. PURCHASE				
a. MONTHLY MINIMUM RENT/LEASE	NO. COPIES	TOTAL \$	a. EQUIPMENT	b. NO. MONTHS	c. COST	d. LESS CREDIT	
b. ADD Copies @	\$		COPIER		\$	\$	
c.			ACCESSORIES		\$	\$	
d.					\$	\$	
e. ACCESSORIES @	\$				\$	\$	
f.	@	\$			\$	\$	
g.	@	\$			\$	\$	
h.	@	\$			\$	\$	
i. Total Monthly Rent/Lease	→	\$	f. Total Equipment Cost	→	\$		
j. Per Copy Cost			g. Monthly Maintenance				
(1) Paper	\$	(1) NO. COPIES				\$	
(2) Toner	\$	(2) ADD COPIES @		\$			
(3) Other	\$	(3) COPIES @		\$			
(4) Total	\$	(4) COPIES @		\$			
(5) NO. COPIES @ \$	\$	(5) ACCESSORIES					
(a) Total Monthly Maintenance					\$		
(b) Depreciation					\$		
(c) Supplies					\$		
(d) Total Monthly Cost					\$		
k. Rental/Purchase Monthly Copy Cost Computation (Total Monthly Cost ÷ Monthly Copy Volume)			h. Break-Even/Pay-Back Period Computation				
			(1) MONTHLY RENT/LEASE	(2) MAINTENANCE	(3) SAVINGS		
			\$	-\$	=\$		
		RENT/ LEASE	PURCHASE	(4) PRICE (purchase)	(5) SAVINGS	(6) MONTHS TO BREAK- EVEN/PAYBACK	
(1)	Total Mo. Cost	\$	\$	\$	÷\$	=\$	
(2)	Mo. Copy Volume	÷	÷	(7) PRICE (purchase)		(8) MO. DEPRECIATION	
(3)	Cost Per Copy	\$	\$	-\$	60 MONTHS	÷\$	
8. RECOMMEND			9. COMPUTED BY (Name)				
<input type="checkbox"/> Lease/Rental <input type="checkbox"/> Purchase			TITLE				